
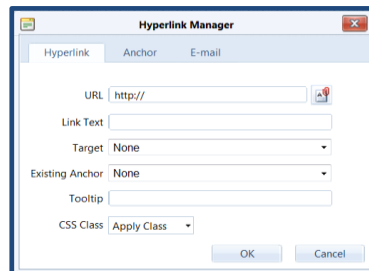


Creating and Using Links


- You can insert hyperlinks to external web sites as well as to other pages of your web site
- Use the Hyperlink Manager to create links to other web sites and to other pages on your site. The Page Link tool can also be used for linking pages.
- Configure your links to open up in a new browser window, so that users do not navigate away from the page they were on

Hyperlinks to external web sites


- Position your cursor at the location where you want to insert the link and click the **Hyperlink Manager** 
- In the **URL** field, type in the address of the web site you want to link to
- Type the text you want to display as the link into the **Link Text** field
- Type in a description for this link within the **Tooltip** field
- Click the **Ok** button to finish

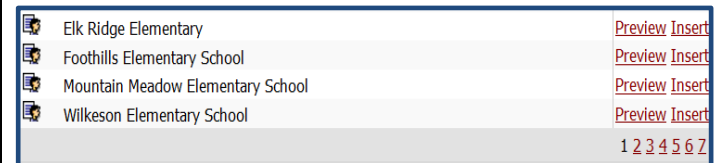


Hyperlinks to other Site Pages

- Navigate to the page you want to link to
- Copy the page address from the address bar of your browser into a notepad
- Position your cursor at the location where you want to insert the link on the page
- Click the **Hyperlink Manager** icon 
- In the **URL** field, paste in the address you copied in **step 2**
- Type the text you want to display as the link into the **Link Text** field
- Click the **Target** dropdown menu and choose **New window**. This will make the link open in a new browser window
- Type in a description for this link within the **Tooltip** field
- Click the **Ok** button to complete

Hyperlinks to other Site Pages (Using Page Link tool)

- Position your cursor at the location where you want to insert the link on the page
- Click the **Page Link** icon 
- Locate the name of the **Page** you want to link to. You will need to use the "**1 2 3 4..**" navigation links to move from one screen to the next as shown below:



- Once you have located the page name, click the **Insert** link to insert a link to the page you chose
- You will see the page name inserted on the page as a hyperlink.